

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** 21499 e  
**Opening Date:** 05/12/2010  
**Closing Date:** 05/19/2010

## **Industries Specialist 1 (Procurement) AHCC**

**\$3,213 - \$4,214 (Range 48) with Great Benefits!**

### **Agency Information**

Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as an Industries Specialist 1 (IS1) in the CI Procurement at the Airway Heights Corrections Center in Airway Heights, WA.

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC Offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the 'Application Process' section of this recruitment.

### **Duties**

The Industries Specialist 1 position will assist the Industries Specialist 2 to supervise and train offenders. Based on raw material needs for shop production and required consumables and they are ordered at the best possible price. Ensure that materials are received to meet production requirements. This is an exempt position and may be required to work in excess of 8 hours/day 40 hours/per week. Exempt employees not eligible for overtime.

Ensure quality control and security of offenders working in Unit in accordance with DOC policy.

Must be mobile while working with offenders and have sufficient hearing/visual ability to recognize changes (machinery, offender disturbances).

Must successfully complete CORE training for interaction with offenders also have the ability to defuse potentially violent situations with offenders. Have the ability to interact professionally with sociopathic behaviors in the workplace.

Supervises and manages offender workers including job descriptions, hiring, orientation, training, evaluations, and reviews. Works closely with the Education Department to receive training for offender workers in computer use, communications skills, etc.

Maintains security order, discipline over offenders, assigned to area. Including count, search for contraband, possible fire hazard/sabotage, and alerts custody to possible security risks. Completes and submits staff attendance and offender payroll.

Must walk approximately 1/4 mile to work station and pass through security checkpoints to enter or leave the facility (including stairs and elevation rises and falls).

Must be able to enter and retrieve data from a computer.

Receives, processes, and approves all requests for equipment, supplies, raw materials, and service required for production shops at Airway Heights. Evaluates procurement requests for proper and complete specifications and justifications.

Receives, organizes matches, verifies, and processes for payment all purchasing and receiving documents and invoices. Settles disputed/problem invoices and receiving as they occur. Batches payment documents to Headquarters Accounting Division. Initiates, coordinates, and oversees the maintenance of equipment inventory records, including identifying and reporting of equipment received, moved or disposed of. Assists in the accounts payable process. Provides assistance and performs other duties as required.

## **Qualifications**

### **REQUIRED QUALIFICATIONS:**

- Two (2) years experience in purchasing materials, supplies, and equipment.
- Regular and predictable attendance.
- Strong customer service and computer skills.

### **SPECIAL REQUIREMENTS/CONDITION OF EMPLOYMENT:**

- Must pass criminal justice background records check.
- Must successfully complete CORE training for interaction with offenders.
- Must pass pre-employment substance testing.

## **Special Notes**

### **Application Process:**

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, one in the Application Wizard, scroll to the right of the page and use the arrows to get to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to #Manager Your Job Applications and Profile# link from the [www.careers.wa.gov](http://www.careers.wa.gov) homepage.

All Department of Corrections# employees are fingerprinted for criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply. Tuberculosis is a priority health issue for Department of Corrections employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive test results, further testing and treatment may also be required. Employment is not contingent upon results.

All DOC facilities are smoke and/or tobacco free.

## **Other Information**

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans.

For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections# employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360)664-1960 or toll free (877)664-196 or Telecommunications Device for the Deaf (360)664-6211. For questions about this recruitment email Nicole Rivera at [nmriviera@doc1.wa.gov](mailto:nmriviera@doc1.wa.gov) or by phone at (360)725-9177.

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021499\* and click on Start Search.
5. Click on the link Industries Specialist 1 (Procurement) AHCC, Airway Heights, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

## Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

Job seekers please note: **NEOGOV**, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.

You will need to create an account in **NEOGOV** to apply for jobs after July 1, 2010. Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE** before July 1!  
For more information on **NEOGOV**, including instructions on saving your current profile, go to [doc.wa.gov/jobs](http://doc.wa.gov/jobs)